

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Report – Time Entered After Cutoff	
File Name:	C:\DOCUME~1\filgs\LOCALS~1\Temp\GW Viewer\Report - Time Entered After Cutoff.doc	Release:	R/3 4.6C
Responsibility:	Payroll Coordinator	Status:	Issued: 12/31/2002 Revised:

Overview

Trigger:

Agency staff wants to see time entries that were made after the cutoff deadline for time entry.

Business Process Procedure Overview
Agencies review time-entered reports to determine that time has been entered correctly. After doing this review, agencies want to be assured that no unauthorized time sheet entries have been made. This report allows them to review all time and other earnings entries made after a specific date and time.

Procedural Steps

1.1. Access transaction by:

Via Menus	Reports after Entry → Time Entered After Cutoff
Via Favorites Menu	Time Entered After Cutoff

Double click on Time Entered After Cutoff and the following screen will appear:

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Input Fields	Field Value
Payroll area	Enter UB, (Currently the system has only one payroll area)
Other Period	Period and year is required only when selecting "Other period". Enter the pay period number and year according to "Period List" distributed by Dept of Finance
Personnel number	Employee numbers are used to select specific employees – leave blank if Organization key is used.
Organization key	Enter Agency, Space, Low Org and Distribution of employees to be reported – leave blank if Personnel number is used.
Cutoff Date	Enter the month/day/year of the cutoff date.
Cutoff Time	Enter the cutoff time. (Use military time e.g. 24:00:00 = 12:00 midnight, 12:00:00 = 12:00 noon, 1:00:00 = 1:00 a.m. and 13:00:00 = 1:00 p.m.)

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- 1.2 **Select the pay period for which you want the report. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.**
- 1.3 **Normally, you leave the “Personnel number” field blank and use the Organization key for the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the Personnel number field. To enter multiple Personnel numbers, click on the arrow next to the entry box and refer to step 1.4.**
- 1.4 ***When you click on the arrow next to the entry box, a “Multiple selection ...” window appears. Use green tabbed boxes to enter multiple individual selection criteria, (personnel number in this case) or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.***
- 1.5 **The “Organization key” field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. (See step 1.4).**
- 1.6 **Enter the cutoff date and time in their respective boxes. Any time or other pay entries made for the selected employees after that date and time will appear on the report**

The completed screen will look similar to the following:

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SAP

List Edit Goto System Help

Time Entered After Cutoff Report

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Run Time: 16:25:33

Low	Dist			A/A	Wage			Work	Changed	Changed	Changed
Agy	Org	Code	EIN	Employee Name	Type	Type	Hours	Date	Date	Time	By
100	0420	0000	129661	Gavin, Kim	WORK		8.00	11/12/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/13/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/14/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/21/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/20/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/19/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/18/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/15/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		11.50	11/22/2002	12/19/2002	16:58:51	SWITUCKI
						1202	3.00	11/09/2002	12/19/2002	16:58:51	SWITUCKI
					WORK		8.00	11/21/2002	12/31/2002	06:36:12	SAPBTCH
					WORK		8.00	11/13/2002	12/31/2002	06:36:11	SAPBTCH
					WORK		8.00	11/20/2002	12/31/2002	06:36:12	SAPBTCH
					WORK		8.00	11/14/2002	12/31/2002	06:36:11	SAPBTCH
					WORK		8.00	11/19/2002	12/31/2002	06:36:12	SAPBTCH
					WORK		8.00	11/12/2002	12/31/2002	06:36:11	SAPBTCH
					WORK		8.00	11/18/2002	12/31/2002	06:36:12	SAPBTCH
					WORK		8.00	11/15/2002	12/31/2002	06:36:11	SAPBTCH
					WORK		11.50	11/22/2002	12/31/2002	06:36:12	SAPBTCH
100	0420	0000	114709	Hansen, Pamela	A		9.00	11/18/2002	12/19/2002	14:47:37	PHANSEN
					WORK		1.00	11/20/2002	12/19/2002	14:46:01	PHANSEN
					WORK		1.00	11/12/2002	12/19/2002	14:46:01	PHANSEN
					WORK		1.00	11/19/2002	12/19/2002	14:46:01	PHANSEN
					WORK		1.00	11/13/2002	12/19/2002	14:46:01	PHANSEN
					WORK		2.00	11/14/2002	12/19/2002	14:46:01	PHANSEN
					WORK		2.00	11/15/2002	12/19/2002	14:46:01	PHANSEN
					WORK		2.00	11/11/2002	12/19/2002	14:46:01	PHANSEN
					WORK		2.00	11/21/2002	12/19/2002	14:46:01	PHANSEN
					WORK		2.00	11/22/2002	12/19/2002	14:46:01	PHANSEN

DV1 (2) (110) Duke OVR

Start SAP Log... Wage T... Report ... Time E... Report... SAP Eas... 4:30 PM

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Time Entered After Cutoff Report													
<div> <div>Report No: Z_HR_TIME_POST_CUTOFF_REPORT</div> <div>Time Entered After Cutoff</div> <div>Page : 1</div> <div>Run Time: 14:08:12</div> </div>													
Low Agy	Dist Org	Code	EIN	Employee Name	A/A Type	Wage Type	Hours	Amount	Work Date	Changed Date	Changed Time	Changed By	
100	0420	0000	111058	Frenchwood, Betty J	WORK		6.00		11/06/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		11/07/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		11/05/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		11/04/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		11/01/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		10/28/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		10/29/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		10/30/2002	12/17/2002	21:59:52	JHOWARD	
					WORK		8.00		10/31/2002	12/17/2002	21:59:52	JHOWARD	
					A		2.00		11/06/2002	12/18/2002	12:02:44	JHOWARD	
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Low Agy	Dist Org	Code	EIN	Employee Name	A/A Type	Wage Type	Hours	Amount	Work Date	Changed Date	Changed Time	Changed By	
100	0420	0000	111058	Frenchwood, Betty J	A		8.00		11/08/2002	12/18/2002	12:02:44	JHOWARD	
100	0420	0000	129661	Gavin, Kim	WORK		8.00		11/01/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		10/31/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		10/30/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		10/29/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		10/28/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		11/08/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		11/07/2002	12/17/2002	21:59:56	JHOWARD	
					WORK		8.00		11/04/2002	12/17/2002	21:59:56	JHOWARD	
<div> <div>DV1 (2) (110)</div> <div>Duke</div> <div>OVR</div> </div>													
<div> <div>Start</div> <div>SAP Logon 46D</div> <div>Wage Type R...</div> <div>Report - Time ...</div> <div>Time Entere...</div> <div>Novell Group...</div> <div>2:16 PM</div> </div>													

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